

CONFIDENTIAL

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 4 November 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 43, 28 October - 3 November 1958.

1. Numbers in Clerical Induction Training. During the week of 27 October 1958, there were 73 people in Clerical Induction Training. Of these, 12 were entering for the first time.

2. Numbers in Clerical Orientation Training. There were 26 people in Clerical Orientation for the week of 28 October 1958.

3. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-the-job Agency employees on the 27 October 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	7	0
Typewriting	7	0

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 27 October 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	7	2
Typewriting	10	8

25X1

5. [] is transferring from the position of Secretary in the Junior Officer Trainee Office to Clerical Training. She will serve as an instructor in Clerical Induction. She is reporting to 16th Street half days this week and it is hoped that she will be on duty full time beginning 10 November 1958.

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No word rec'd concerning plans.

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